

**EXHIBIT A**  
**SCOPE OF WORK/WORK PLAN FORMAT**

**Requested Grant Funds in Fiscal Year 2016-17**

*Food Bank*

Program/Project Summary: SLO County Fresh Produce Program - Field to Family

Goal/Objective	Major Tasks (in order to achieve goal)	Timeline
Distribute 3,000,000 pounds of produce (50% produce by weight at all distributions).	Order produce from CA Farm to Family and USDA. Glean produce from local farms and landowners, at least 200,000 lbs/year. Secure local farmer and shipper/packer donations.	July 2016-June 2017, ongoing
Monthly, host at least 14 Children's Farmers Markets, 7 Senior Farmers Markets, and 60 public distributions that include fresh produce.	Maintain partnerships to host markets and distributions at community sites, with community volunteers. Load and transport produce to 80+ distributions monthly.	July 2016-June 2017, ongoing
Continue working with local farmers and landowners to reduce produce costs via donations and gleaning.	Outreach to farmers and landowners about benefits and ways to donate and glean.	July 2016-June 2017, ongoing
<b>Program/Project OUTPUTS:</b>		
3,000,000 pounds of produce distributed to low-income residents in need of food. 80+ monthly distributions in all communities throughout the county. 2,000,000 pounds of produce (of the three million total) donated and gleaned.		
<b>Program/Project OUTCOMES:</b>		
While the measurement of outcomes is beyond the scope of this project, we know that providing high-quality, fresh fruits and vegetables directly to residents will result in: a reduction in hunger in client households, increased consumption of fresh fruits and vegetables, and increased nutrition and health for low-income residents.		

# Exhibit A

## Request for Application - FY 2016-17 PROGRAM BUDGET REQUEST FORM

	Project Expense	Grant Budget Requested	Other Funding Available* Amount & source
<b>I. PERSONNEL EXPENSES</b> (associated with the proposed project)			
Warehouse/Resource Manager, 50% of time = \$24,440/year.	\$ 24,440		\$ 24,440
Agency Clerk, 50% of time = \$16,640/year.	\$ 16,640		\$ 16,640
Warehouse Staff/Drivers, 50% of 16 full time staff = 8 staff at \$26,000/yr each.	\$208,000		\$208,000
Gleaning staff: Program Manager at \$41,600/yr. Program Coordinator at \$33,280/yr.	\$ 74,880		\$ 74,880
Benefits and mandated costs at 16% of salaries (\$323,960 in salaries).	\$ 51,835		\$ 51,835
<b>Subtotal – Personnel Expenses</b>	<b>\$375,795</b>	<b>\$ 0</b>	<b>\$375,795**</b>
<b>II. OPERATING EXPENSES</b> (associated with the proposed project)			
Produce purchases from CA Farm to Family and USDA, 1 million pounds at \$.125/per pound. *	\$125,000	\$ 74,000	\$51,000
Freight costs and Farm to Family fees to receive 1 million pounds of produce at \$.06/lb.	\$ 60,000	\$ 51,000	\$ 9,000
<b>Subtotal – Operating Expenses</b>	<b>\$185,000</b>	<b>\$125,000</b>	<b>\$60,000**</b>
<b>III. INDIRECT @ _____ OF PERSONNEL</b>			
<b>Total Grant Project Expenses</b>	<b>\$560,795</b>	<b>\$125,000</b>	<b>\$435,795</b>

\* 2 million pounds of produce are also donated locally, as well.

\*\* Other funding secured annually through donations and other grants.

## BUDGET NARRATIVE

### Personnel Expenses

*Warehouse & Resource Manager.* This position orders produce; secures and coordinates donations; trains staff on safe handling; and oversees unloading, storage, and transportation of produce to distribution sites. Approximately one half of the Warehouse & Resource Manager's time is spent on securing and distributing produce.

*Agency Clerk.* The clerk coordinates shipping, receiving and invoicing for partner agencies and public distributions. She oversees the building of orders and verifies accuracy and quality. Approximately one half of the Agency Clerk's time is produce-related.

*Warehouse Staff/Drivers.* Staff unload produce to warehouses, conduct inventory, pack and ship produce to distribution sites, and unload at sites. They drive trucks to over 80 distributions monthly across the county. Fifty percent of warehouse staff/driver time is spent on produce, or 8 of the 16 FTEs.

*Gleaning staff.* The Program Manager and Program Coordinator are responsible for recruiting farmers and landowners, recruiting and managing volunteers, supervising gleans, obtaining donations for equipment, and coordinating with warehouse staff to drive and unload produce for storage. All gleaning staff time is related to securing produce.

*Benefits/mandated costs* include social security, SSI/SDI, workers compensation, vacation, sick leave, etc. at 16% of salaries.